Oregon

DEPARTMENT OF
TRANSPORTATION

HIGHWAY DIVISION
Region 5

FILE CODE:

January 28, 1993

Kathy Gifford, Mayor
City of Elgin
P.O. Box 128
Elgin OR 97827

Dear Mayor Gifford,

Re: 1994 SPECIAL CITY ALLOTMENT PROGRAM (SCA)

The SCA Program was enacted by the Legislature during the 1947 session, which is currently defined under ORS 366.800 and 366.805, for the purpose of assisting small cities in repairing or reconstruction of streets under their jurisdiction "which are inadequate for the capacity they serve or are in a condition detrimental to safety." Under the current statute $1,000,000 is available for the 1994 Program (calendar) year with a maximum of $25,000 allocated to successful applicants by the Transportation Commission.

Enclosed are the application form, resolution form, city map and a copy of the SCA Program Guidelines and Working Agreement. I suggest the City review the street needs and fill out the application along with the resolution form, if the project criteria, as shown in the Guidelines and Working Agreement, Part V, page 2 & 3, is met. The application and resolution forms should be returned to me as soon as possible.

Applications must be on file with this office prior to July 1, 1993. Applications received July 1 and after will be returned.

After receiving the application, an on-site review of the proposed project will be made to evaluate the merit based on traffic volumes, pavement or surface condition, population growth, number and completion of previous SCA projects. **A project will be considered complete when the Final Inspection Report indicating completion is submitted by the Region Federal Aid Specialist prior to October 1.**

Do not hesitate to call me if you have any questions.

Sincerely,

Randi M Kobernik

Randi M. Kobernik
Region 5 Federal Aid Specialist

RK:caf

963-3177

enclosure
cc: Mike Shultz
DMS 12, 13, 14 w/enclosure

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La Grande, OR 97850
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OREGON DEPARTMENT OF TRANSPORTATION
IN COOPERATION WITH THE
LEAGUE OF OREGON CITIES

SPECIAL CITY ALLOTMENT PROGRAM
GUIDELINES AND WORKING AGREEMENT

I. Purpose

The purpose of this document is to establish guidelines and working procedures for administering the Special City Allotment (SCA) Program.

II. Policy

It is the policy of the Oregon Department of Transportation (ODOT), Highway Division (State), to cooperate with the League of Oregon Cities (LOC) in the adoption of procedures and guidelines for selecting, developing, financing and constructing SCA projects in accordance with ORS 366.805.

III. Organization

A. The Program Section and the Region Engineers are responsible for administering the SCA Program on behalf of the State.

B. Cities in Oregon are governed by Councils or Commissions, staffed with an organization capable of administering the selection, development, and improvement of their streets under the SCA Program, in cooperation with the State.

IV. Financial Participation and Fund Allocation

A. Special City Allotment Account

1. The SCA account is established under ORS 366.800 and 366.805. Commencing January 1, 1991 annually the sum of $500,000 shall be withdrawn from the Appropriation of Highway funds for Cities and $500,000 shall be withdrawn from money available to the Department of Transportation from the State Highway fund.

2. The money is to be set up in a separate account to be administered by the Oregon Transportation Commission.

D. Any portion of a street, upon which SCA funds have been expended, is not eligible for additional SCA funds for a period of ten (10) years following the approval of such funds.

VI. Project Application and Investigation

A. State shall, in January of each calendar year, submit a letter and necessary data to all eligible cities, advising them of the SCA program.

B. City shall make application prior to July 1 of each calendar year for the following years' program.

C. State shall maintain a record of all cities that submit completed resolution and project application forms.

D. For each application received, State shall conduct on-site project investigation, meeting with appropriate city officials, if possible, and discuss project and program.

VII. Project Selection

A. State shall prioritize and recommend the most meritorious projects to the Oregon Transportation Commission (OTC) for approval. Selected projects shall meet the criteria described in ORS 366.805.

B. State shall inform each applicant of OTC action taken on their requested project.

C. State and City shall enter into an agreement for each approved SCA project. The agreement shall be prepared by the State, and describe the project and assign specific responsibilities.

VIII. Preliminary Engineering

A. Design Standards. City standards will apply subject to approval by State. Other standards may be used if they comply with good engineering practice. (i.e., OSHD, APWA, etc.)

B. Project Plan Development. Preliminary Engineering shall be performed by the applicant or consultant and may be included in the total project costs. The City or its consultant shall prepare all plans, specifications, and estimates in conformance with acceptable standards. The City shall advertise for bids and award the contract, unless otherwise agreed upon.

The Oregon Transportation Commission, by a duly adopted delegation order, authorized its Chairman or Vice Chairman to act in its behalf in approving this agreement. Approval was given for this agreement on February 23, 1990 by Oregon Transportation Commission, which approval is on file in the Commission records. The delegation order also authorizes the State Highway Engineer to execute the agreement on behalf of the Commission.

Signed by Emily Shue
President, League of Oregon Cities (LOC)

Date January 29, 1990

STATE OF OREGON, by and through its Department of Transportation, Highway Division

Signed by William Anhorn
State Highway Engineer

Date February 27, 1990

APPROVED AS TO
LEGAL SUFFICIENCY

By Signed by Cynthia Carter
Attorney in Charge

Date February 1, 1990

MKS104.PK